

Optional Form

Example – Authorization Letter to Change Name of FRG Checking Account.

[Unit Letterhead]

Office Symbol

[Date]

ATTENTION:

Bank Name
Checking Accounts
Bank Address
City, State ZIP

SUBJECT: Authorization to change the name of the _____ Family
(Unit's past designation)

Readiness Group checking account.

Dear Accounts Manager:

This letter is to authorize the following named individuals to **update** the name on the unit's existing Family Readiness Group checking account.

Due to transformation the _____ has transformed to _____,
(Unit's past designation) (Unit's new designation)

therefore the Family Readiness Group checking account name needs to be updated to reflect that change.

Checking Account Number:

IRS Employee Identification (tax ID #) Number (EIN): XXXX-XXXXX

Mailing Address: _____, Unit Address, City, State, ZIP

Authorized signatories:

Name / Title

FRG Treasurer
Alternate Treasurer
Alternate Signer

If you have any questions or concerns, contact _____ at XXX-XXX-XXXX. Thank you for your assistance.

Sincerely,

Commander's Signature or their representative

Example – Authorization Letter to Change Name of FRG Checking Account.

[Unit Letterhead]

Office Symbol

[Date]

ATTENTION: Bank Name
Checking Accounts
Bank Address
City, State ZIP

SUBJECT: Authorization to change the name of the Co B, 153rd Engr BN Family
(Unit's past designation)
Readiness Group checking account.

Dear Accounts Manager:

This letter is to authorize the following named individuals to update the name on the unit's existing Family Readiness Group checking account.

Due to transformation the Co B, 153rd Engr BN has transformed to 211th Sapper,
(Unit's past designation) (Unit's new designation)

therefore the Family Readiness Group checking account name needs to be updated to reflect that change.

Checking Account number: XXXXXXXXX

IRS Employee Identification (tax ID #) Number (EIN): XXXX-XXXXX

Mailing Address: _____, Unit Address, City, State, ZIP

Authorized signatories:

Name / Title

FRG Treasurer
Alternate Treasurer
Alternate Signer

If you have any questions or concerns, contact _____ at XXX-XXX-XXXX. Thank you for your assistance.

Sincerely,

Commander's Signature or their representative